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Office Memorandum • UNITED STATES GOVERNMENT
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TO : Chief, Logistics Office

DATE: 3 September 1953

FROM : Chief, Inspection and Review Staff

SUBJECT: Weekly Activity Report

1. General.a. O & M Service Survey of DD/P Logistics Functions (continued item)

- (1) Fact finding phase of survey of NEA Division logistics functions was initiated 1 September 1953.
 - (2) Initial draft of SE Division report on logistics functions was reviewed by this Staff and a representative of C & R Staff and comments thereon furnished to O & M Service representative 3 September 1953.
 - (3) A copy of the final report concerning survey of EE Division logistics functions was received from O & M Service 1 September 1953 and is being circulated.
- OK

2. Projects and Studies in Process.a. Development of Inspection Check List (new item)

Preliminary contacts have been made in connection with ascertaining procedures followed by Defense Department elements in the inspection of logistics activities at military service installations. Inspection check lists secured from Defense Department will be utilized, together with other information, in the development of check lists to be used by this Staff.

OK

3. Other Items of Interest.a. Important Meetings (completed item)

- (1) In order to assure Agency-wide understanding and concurrence in the mission and functions of the Logistics Office, Inspection and Review Staff, contact has been made with the Chief, Inspection and Review Staff, DD/P, for the purpose of arranging a meeting to discuss the manner in which this Staff can carry out its assigned functions without overlapping or duplication of an effort.

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A copy of a recently developed statement of mission and functions for this Staff has been furnished DD/P, Inspection and Review Staff, for review prior to the meeting. It is expected that a subsequent meeting will be held with the Agency Inspector General on this subject.

4. (5) Major Objectives.

a. Review of Logistics Office Organizational Elements (continued item)

- (1) Administrative Staff has been requested to develop statements indicating all activities now required to be performed therein, together with information available concerning workload and manpower requirements for each activity listed. In consideration of the current workload of the Administrative Staff and the present and anticipated absence of certain key personnel therein, the due date for this material has been set as 18 September; accordingly, formal recommendations of this Staff concerning organization and staffing of the Administrative Staff will be postponed until approximately 23 September 1953. Informal recommendations, based upon information available, will be furnished the Deputy Chief of Logistics on or before 10 September as originally anticipated.

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